

APPLICATION COVER SHEET

Applicant:	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):	
Phone:	Fax:
Email Address:	

Finance Officer (Name & Title):	
Phone:	Fax:
Email Address:	

Program Director (Name & Title):	
Phone:	Fax:
Email Address:	

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

Certification:

I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant

This is the name of the jurisdiction that is submitting the proposal, e.g. City of Anaheim, Santa Clara County.

Department or Agency

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

Regional Participants

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution, (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual, e.g., Recycling Analyst, Environmental Technician or Solid Waste Engineer. **The Primary Contact must be a local government employee.**

Finance Officer

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

Program Director

This individual has ultimate responsibility for the project, e.g. Public Works Director, City Engineer or Solid Waste Management Director.

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

Total Grant Request

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (Title of Governing Body) _____ authorizes the submittal of an application to the California Integrated Waste Management Board for a Local Government Used Oil Opportunity Grant – Fifth Cycle. The _____ (Title of Official), or their designee is hereby authorized and empowered to execute in the name of the _____ (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (Title of Governing Body) _____ this _____ day of _____, 19__.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program - NOW, THEREFORE, BE IT RESOLVED, that the _____ (Lead Applicant's Governing Body) _____ authorizes the submittal of a regional application on behalf of the _____ (List Participating Cities/Counties) _____ to the California Integrated Waste Management Board for a Local Government Used Oil Opportunity Grant – Fifth Cycle. The _____ (Title of Official for Lead Jurisdiction) _____ of the _____ (Name of Lead Jurisdiction) _____, or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the _____ (Name of Participating Jurisdiction) _____ authorizes the _____ (Name of Lead Jurisdiction) _____ to submit to the California Integrated Waste Management Board a regional application for the Local Government Used Oil Opportunity Grant – Fifth Cycle on its behalf. The _____ (Name of Lead Jurisdiction) _____ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

SAMPLE RESOLUTION FOR BOTH USED OIL AND HHW GRANTS

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of these programs within the state, setting up necessary procedures governing application by cities and counties under these programs; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

NOW, THEREFORE, BE IT RESOLVED that the _____ (Title of Governing Body) _____:

1. Authorizes the submittal of grant applications to the California Integrated Waste Management board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act for the period of _____ (Indicate Time Period) _____.
2. The _____ (Title of Official) _____, or their designee, is hereby authorized and empowered to execute in the name of the _____ (Name of Jurisdiction) _____ all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (Title of Governing Body) _____ this _____ day of _____, 19____.

ATTEST:

Signed: _____ Dated: _____

Exhibit C

WORK STATEMENT

Applicant _____

Date:_____

Reporting and Expenditure Category _____

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, reporting and expenditure category and date the work statement was written in the appropriate spaces. Start the Work Statement for each reporting and expenditure category on a new piece of paper.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and the time period in which the activity will occur.

REPORTING AND EXPENDITURE CATEGORIES

Permanent Collection Facilities: Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.

Temporary or Mobile Collection: Costs for one day, intermittent events, or mobile collection (other than residential collection of HHW).

Residential Collection: Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of HHW.

Publicity and Education: Costs for the development, printing, and distribution of publicity or educational materials that promote the HHW collection opportunities funded this grant cycle.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

Personnel/Other: Include any other eligible expenditure that cannot be assigned to another category.

SAMPLE

Applicant: City of Grantrich

Date: April 1, 1999

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Staff	May 1 – June 30, 1999
2	Release RFP with a due date of August 15, 1999	Staff	June 30 – Aug 15, 1999
3	Finalize facility permitting	Staff	June 30 – Aug 15, 1999
4	Facility Construction	Contractor	Sept 15 – Nov 15, 1999
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff	Oct 15 – Nov 15, 1999
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	Dec 1 – Dec 31, 1999

... 15	<i>Opening Ceremony for Permanent Facility</i>	<i>Staff</i>	<i>March 1, 2000</i>
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SAMPLE BUDGET ITEMIZATION

Permanent Collection Facilities

Design & Construct 60' X 100' Concrete Pad*	\$ 15,000.00
Design & Construct Asphalt driveway*	\$ 2,500.00
Purchase and install gate around facility*	\$ 1,000.00
Storage unit for drums, safety equipment and containers*	\$ 4,500.00
Security Lighting*	\$ 500.00
Facility Signage*	\$ 400.00
10 Tyvek suits @ \$4 ea. *	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *	\$ 185.00
20 bags absorbent @ \$ 27 bag *	\$ 540.00
TOTAL Permanent Collection Facilities	\$ 24,665.00

Publicity and Education

Banner for display on Main Street 2.5' x 30' *	\$ 350.00
Newspaper ads 12 @ \$125 ea. *	\$ 1,500.00
Utility Bill Insert 92,000 @ 12¢ ea. * <u>\$ 11,040.00</u>	
TOTAL Education and Publicity	\$ 12,890.00

Personnel/Other Costs

Recycling Coordinator 10 hours @ \$46.60/hour (publicity and education)	\$466.00
Recycling Coordinator 150 hours @ \$46.60/hour (permanent collection facility)	\$ 6,990.00
Recycling Coordinator 90 hours @ \$46.60/hour (general grant administration)	<u>\$ 4,194.00</u>
TOTAL Other Costs	\$ 11,650.00

TOTAL GRANT REQUEST	\$ 49,205.00
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* Copy of bid/estimate attached

Exhibit E

SUMMARY OF USED OIL AND HHW GRANTS

[illegible]

See reverse for completion instructions

INSTRUCTIONS FOR COMPLETING THE SUMMARY OF USED OIL AND HHW GRANTS FORM

List any grants received from the CIWMB Used Oil and HHW grant programs between 1993 and the present.

1. Grantee: Enter the name of the lead jurisdiction and denote if the grant was for a regional program by including “(regional)” after the jurisdiction name.
2. Agreement Number: List the agreement number for the grant. Used oil grant agreement numbers begin with UOBG, UBG2, UBG3, UBG4, UBG5 (Block Grants); UOOG, UOG2, UOG3 (Opportunity Grants); or UOCP for Curbside Promotion Grants. HHW grant agreement numbers begin with HD-.
3. Grant Award \$: List the amount approved by the Board, not the amount requested.
4. Brief Program Description: Give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>City of Grantrich</i>	<i>UBG4-95-1346</i>	<i>\$ 30,479.00</i>	<i>Continued and expanded on used oil public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>

EXHIBIT F

FY 2000/2001 HOUSEHOLD HAZARDOUS WASTE GRANT SCORING CRITERIA	
Applicants must score 70% (70 points) of the 100 points to be considered for grant funding	
Points	Description
GENERAL REVIEW CRITERIA:	
25	1. NEED. Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
5	2. OBJECTIVES. Work Statement and grant narrative are sufficiently detailed to determine that the project is based on the identified need described in the narrative, describes specific and measurable goals and objectives, and demonstrates that objectives can be achieved within the indicated time frame.
10	3. METHODOLOGY. Grant proposal describes by task the activities to be undertaken to achieve the objectives.
5	4. EVALUATION. Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished.
10	5. BUDGET. Grant proposal sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the grant application and work statement are itemized in the budget.
10	6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project.
10	7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE. Demonstrate the purchase of recycled-content products, recycled or reused products, such as purchasing re-refined oil, recycled-content paper, use of compost and mulch, and other "green" products or materials, or engage in other waste reduction activities where appropriate and feasible.
75	TOTAL POSSIBLE GENERAL CRITERIA POINTS
PROGRAM CRITERIA	
2	1. APPLICANT PROPOSES TO ESTABLISH A NEW PROGRAM FOR HHW COLLECTION IN RURAL AREAS, UNDERSERVED AREAS, OR SMALL CITIES.
3	2. APPLICANT PROPOSES TO ESTABLISH A MULT-JURISDICTIONAL HHW PROGRAM THAT ADDRESSES REGIONAL NEEDS.
5	3. APPLICANT PROPOSES TO EXPAND EXISTING PROGRAMS TO INCLUDE COLLECTION OF PAINT, E-WASTE, U-WASTE, ANTIFREEZE; OR TO IMPLEMENT A POLLUTION PREVENTION (P2) ED. PROGRAM.
10	4. APPLICANT DID NOT RECEIVE A HHW GRANT AWARD DURING THE LAST THREE CYCLES – HD6, HD7, and HD8.
5	5. APPLICANT PROPOSES TO ESTABLISH A PERMANENT HHW SOLUTION THAT IS ALSO SELF-SUSTAINING.
25	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)